1 July-30 Sept ~~1988~~ *1990* Statement of Work

Budget and Accounting Resources System (Accounting
And Budget Execution Segment)

17 June 1988

## 1.0 Introduction

This Statement of Work (SOW) is for functional expertise and
analytical support for the implementation of the Accounting And Budget
Execution (ABE) segment of the Budget and Accounting Resources System
(BARS). This effort is a process of fitting the Office of Finance's
operating procedures to Cullinet's General Ledger, Accounts Payable,
Funds Control, Purchasing, and possibly Cost software packages which
operate in the Cullinet IDMS/R environment. The principal
implementation assumption in fitting the financial operating procedures
to Cullinet applications software is that changes to the packages should
be minimized and operating procedures altered to accommodate the
capabilities of the application packages.

## 1.1 Project Background

The offices of Information Technology, Finance, and Logistics are
jointly implementing BARS-CLAS, under the management of the
Finance/Logistics, which will eventually replace the General
Accounting, Financial Resources, and Budget Ranking financial systems,
and the Inventory Control and Contract Information logistics systems.
The BARS project was established in September, 1985, and the budget
formulation segment of BARS (a stand-alone PC system and a mainframe
system) became operational in June, 1987. The budget execution segment
of BARS began in December, 1986, when Cullinet was selected as the
applications software vendor.

## 1.2 Scope

The Price Waterhouse contractors shall provide functional,
analytical and limited technical support to the BARS team in
implementing an integrated financial/logistics system for the Agency,
utilizing the IDMS/R integrated software application packages. The
contractor shall be responsible for providing guidance on functional and
technical specifications which may require limited modification to the
applications software in order to meet agency budget formulation, budget
execution policies, reporting requirements, and Congressional inquiry.

This statement of work covers the period 1 July - 30 September 1988.

## 2.0 Tasks

The contractors will be active participants in testing and evaluating 1.3 Funds Control software, identifying operating procedures that need to modified in order to implement the software, interfacing Office of Finance and Office of Logistics systems, assisting with systems integration, user testing of new releases and Program Temporary Fix Tapes (PTF tapes), interpretation of regulations, and conversion of regulations into procedures that will be accommodated by the software, assistance in defining, scheduling, and coordinating user training, designing parallel testing, and other issues that relate to the implementation of CUllinet packages software in the Agency's financial environment.

All days mentioned herein reference calendar days unless specified otherwise.

## 2.1 Tasking and Work Environment

The contractors will be tasked by the BARS program manager, will reside in Government space at the Page Building, and will work with staff personnel and contractors as needed. Price Waterhouse will name an on-site supervisor for purposes of coordinating their on-site staff, and the on-site PW supervisor will coordinate their tasking and deliverables to the Cullinet on-site supervisor. The contractors shall do all work at this facility unless otherwise directed by the government. The environment will be that of team analysis, testing, software applications package implementation, and modification to the software that must be made to process indispensible Agency procedures. The contractor must remain flexible in this informally defined work environment, and be adaptable to government redirection.

## 2.2 Specific Tasks

Work to be performed under this SOW will consist of the sub-tasks listed below and special studies as requested by the program manager. Throughout the performance of these sub-tasks, the contractor will work closely with the BARS team to ensure ongoing review and approval. Below are selected sub-tasks to be performed:

1. Learn the Agency's accounting and budget execution process. Read and become familiar with BARS documentation such as the systems users manuals, project Master Implementation Plan, Requirements Traceability Matrix, and specification documents that were prepared for the Funds Control software.

2. Familiarize themselves with the operations of the Office of Finance divisions that will be be the principal users of the BARS syste. Become knowledgeable on the financial and logistics interfaces and the information that is passed nightly to the General Accounting System (GAS) via these interfaces.

3. Achieve an understanding of the mission of the Office of Finance as it relates to implementation of the package software.

4. Proposals to eliminate/amend operating procedures, software testing, and changes of the maps to improve a process must be carefully documented. We suggest that AIM folders be established to track and document such changes.

5. Efficiencies in the new system and changes in existing procedures to meet software capabilities will significantly improve the ability to implement ABE. A major subtask will involve "de-scoping" of existing operating procedures to make them fit the capabilities of the application packages.

6. These are selected examples are technical tasks that may be performed:

   o define the sub-functions
   o define the data elements
   o develop the data base schema
   o design and implement an input screen (on-line)
   o design and implement an update screen (on-line)
   o design and implement a query screen (on-line)
   o design and develop report formats (batch/on-line)
   o document the software procedures and data
     elements
   o document the man-machine interface
   o Define data interfaces between subfunctions/functions.

7. Provide technical support and analysis in defining the chart of accounts, data structures for general ledger and budget execution activities.

8. Provide technical support in using application package software and IDMS/R tools, i.e., Integrated Data Dictionary (IDD),

Culprit, On-Line Query facility, and Application
Development System (ADS).

9. Assist in identifying areas where commercial software packages
cannot satisfy BARS requirements.

10. Identify high risk areas BARS will face
if modifications are necessary to package
software utilized to meet agency requirements.

11. Assist in the review and evaluation of
implementation strategies of the software packages,
as required by the BARS Program Manager.

12. Resolve discrepancies resulting from executing
packaged software against the Traceability
Requirements Matrix.

13. Assist in defining parameters for user testing,
and participate in testing.

16. Assist in the design of and preparations for parallel
testing of the data generated by the system.

17. Assist in direct testing of the use of the packaged
software by use of simulated transactions; analyze
the results to determine reliability and
acceptability; review error reports and evaluate
error followup procedures as well as output of
reports.

3.0 Deliverables

The contractor shall provide the management reporting activity to
keep the government informed of task status. All software and
documentation produced become the property of the Government.

The Government will furnish machine facilities for use by contractors
for work performed under this statement of work. Deliverables
appropriate to the above tasks include, but are not limited to the
following:

a. Formal written or electronic weekly reports that

consist of:

- o accomplishments
- o problems and solutions
- o plans for the next period
- o personnel

b. Formal written monthly report that consists of:

- o accomplishments
- o problems and solutions
- o expenditures
- o staffing

c. PETS reporting

Every week contractor personnel shall input a detailed accounting of that week's work hours into the MISG Project Employee Tracking System (PETS). Week hour accounting will conform to the guidelines/standards established for the project.

d. Progress reports, oral and written, as requested.

e. Status review briefing - define functional problems, proposed solutions, risks, proposed changes and significant project activities, as requested.

f. Provide written reports and briefings, as directed by the government, on the results of special studies that include as a minimum: objective of the study, methodology used, summary of analytical results, detailed results, conclusions and recommendations.

g. Prepare, produce and disseminate one paper copy of all view graphs to each attendee at meetings and one copy of all viewgraphs to the government.

h. All documentation becomes the property of the government.

i. All documents produced by the contractors in support of this SOW are subject to government review, revision, and approval. The contractors will deliver draft documents to the government for review two weeks prior to the deadlines for the documents. The

government shall determine when the documentation
requires updating as a result of government review.


j. 1.3 Funds Control Prototype Documentation

o operating procedures that may be "descoped"
o operating procedures that may be eliminated
o missing functionality
o modifications necessary for indispensible
  operating procedures
o impact of new procedres on the interfaces
o data elements associated with new operating
  procedures
o input, update and query screens
o report formats
o software procedures and man-machines interfaces
o user manuals


k. Data interface documents


1. Software evaluation report


4.0 Contractor Qualifications and Experience


The contractors shall have an in-depth knowledge or aptitude to
quickly learn: financial package software, IDMS/R, government financial
and accounting principles, government reporting requirements, travel,
expense, and payment systems, and auditing procedures. An accounting
background and experience with governmental financial operations would
be desirable. The aptitude to learn these skills will be based on
previous assignments reflecting technical complexity of previous tasks
and professional references.


The contractors should: have a knowledge of prototyping
methodologies, be experienced with the agency OIT environment (working
knowledge of VM and AIM), and work well in a small mixed (staff and
contractor) environment.


Clearance requirements: Due to the nature of the work, the
contractors shall be required to have a Top Secret Industrial Security
Staff Approval (TS/ISSA). A TS/ISSA is based upon a full field
investigation and a polygraph interview. The polygraph is a condition
precedent to the issuance of a TS/ISSA and is treated as an integral
part of the government's investigation.

Due to extensive training and indoctrination required to be effective on
BARS the government expects that the current contractors assigned to

BARS shall remain on this task through 1 October 1991, and that 75% of this core contractor team remain with the project through the end of fiscal year 1989.


5.0  Schedule


The project schedule will be managed by the BARS government program manager and short term tasks and schedules for this effort will be controled internal to the project to allow the optimal assignment of detail tasks based on overall program contractor and staff assignments.